

<b>SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED</b>	<b>INSTRUCTIONS TO TRAVELER</b> <i>(Unlisted items are self-explanatory)</i>			Complete this information if this is a continuation sheet.	PAGE <hr/> OF PAGES
	Col. (c) If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationship to employee and marital status of children (unless information is shown on the travel authorization.)	Complete only for actual expense travel	[ <div>           Col. (d) thru (g) } Show amount incurred for each meal, including tax and tips, and daily total meal cost.         </div> <div>           (h) Show expenses, such as: laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals). Complete for per diem and actual expense travel.         </div> <div>           (i) Show total subsistence expense incurred for actual expense travel.         </div> <div>           (j) Show per diem amount, limited to maximum rate, or if travel on actual expense, show the lesser of the amount from col. (j) or maximum rate.         </div> <div>           (m) Show expenses, such as: taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.         </div>	<b>TRAVEL AUTHORIZATION NO.</b>	
	<b>TRAVELER'S LAST NAME</b>				

If additional space is required, continue on another SF 1012 BACK leaving the front blank.	<b>SUBTOTALS</b>	0.00			
	<b>TOTALS</b>	0.00			

civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel and/or relocation allowance; expense reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

TOTAL AMOUNT CLAIMED	▶	0.00
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